



Health & Safety Policy (statutory)

The Health and Safety at Work (HSW) Act 1974 places a legal duty on St Paul's C of E Junior School to prepare and, as often as may be appropriate, revise a written Health and Safety Policy and to bring it and subsequent revisions to the notice of all its employees. This policy contains details of the school's approach to health, safety and welfare at work of its pupils, employees and visitors to the site.

As required by the H&SW Act, this document addresses four key areas:-

1. Statement of intent. Signed and dated by the Headteacher and Chair of Governors, this states our commitment to consider safety, health and welfare in all aspects of school activity.
2. Management organisation for carrying out the policy. It details the specific responsibilities of key roles.
3. Arrangements in place to ensure the responsibilities are discharged in practice, and that all statutory duties are addressed.
4. Arrangements to monitor, review and audit the effectiveness of the overall management of H&S.

PART 1 – HEALTH AND SAFETY POLICY STATEMENT OF INTENT

- a) Health and safety is a major consideration in all aspect of school activities and the School recognises that health and safety ranks equal with, or above, all other issues.
- b) The School recognises the importance of consultation prior to the implementation of health and safety arrangements and the allocation of health and safety functions to its staff.
- c) This policy is a commitment to maintain an environment that is safe and without health risks in so far as is reasonably practicable. This includes educational visits.
- d) The School recognises that some people are more vulnerable than others and special consideration will be given to their safety and health.
- e) School staff, pupils, visitors and contractors have a duty to take reasonable care for the health and safety of themselves and those who may be affected by their acts or omissions.
- f) To control risks and monitor health and safety, the School will seek advice on health and safety where appropriate. Governors will monitor health and safety issues through a HSSE Committee. The Health and Safety Lead on site is the Headteacher, assisted by the Site Controller and Office Manager.
- g) All school employees have a legal duty under the Health & Safety at Work Act to take care of their own health and safety, and that of their fellow employees. They also have a responsibility to pupils and to cooperate with the school to enable this policy to be successfully implemented.
- h) The School has a commitment to provide sufficient H & S information and training to its staff.
- i) The School is fully committed to the health, safety and welfare of its employees, pupils and trainees.

This is the school's general statement of intent. The implementation of this policy is outlined in the enclosed document which outlines the organisation (people and their duties) and arrangements (systems and procedures).

Signed:

Date: 21.5.18

Headteacher – Julieanne Taylor

Signed:

Date:

Chair of the Governing Body & Chair of H&S
Committee

PART 2 – ORGANISATION – KEY ROLES

GOVERNORS

The Governors have the overall responsibility for ensuring:

- The health and safety of the school employees while at work;
- Pupils or other persons who may be affected by the school's activities or the condition of the facilities on its premises;
- The Health and Safety Policy includes the organisation and arrangements for its effective implementation;
- The policy statement and supplementary documents are reviewed regularly and, in any event, not less than annually;
- Ensure the Headteacher's health, safety and wellbeing is monitored and maintained.

Resources are made available:-

- To fulfil statutory requirements and prevent risk of injury to pupils and employees;
- To provide for improvements in the health, safety and welfare at work of its pupils and employees and to provide particular and specialist support for those that are more vulnerable;
- To set strategies for developing improved standards of employees' health and wellbeing.

The above responsibilities will be determined and monitored by the Headteacher who will prepare and submit an annual progress report for the Governors.

HEADTEACHER

The Headteacher is ultimately responsible to the Governors for the implementation of the Health and Safety Policy. The Headteacher will:

- Receive recommendations for the development of the health and safety policy and procedures from the Health and Safety Advisor for Wokingham;
- Oversee that appropriate responsibilities for health and safety are properly assigned;
- Ensure that the staff fulfil their health and safety responsibilities;
- Determine the resources for the promotion of health and safety and personal wellbeing amongst the pupils and employees and make recommendations to Governing Body;
- Ensure health and safety performance is monitored and a safe learning environment is provided for the pupils;
- Ensure that this policy is revised annually and the subsequent revisions are brought to the attention of employees;
- Take advice on the interpretation of legal requirements and measures necessary to ensure that legal responsibilities are met;
- Oversee and manage the response to incidents. This would include the provision of First Aid, fire, evacuations procedures etc;
- Conduct annual reviews of this policy and associated documentation and bring recommendations for changes to the attention of the governors;
- Advise and assist on the development and implementation of risk management strategies;
- Advise on emergency planning measures to facilitate safety of staff, pupils and visitors;
- Maintain copies of relevant regulations, standards and other advisory literature and disseminate these to employees as appropriate;
- Ensure accident records are maintained and report the findings of accident analysis to the HSSE Committee. Report accidents to the HSE (Health and Safety Executive);
- Prepare annual report for the Governing Body.

SITE CONTROLLER

The Site Controller has additional responsibilities for ensuring:

- all facilities within his control are of a safe, clean and hygienic state at all times;
- plant and equipment is maintained and serviced by suitably qualified persons;
- all safety checks are carried out within the required time frames;
- the security of all premises and facilities;
- suitable and sufficient H&S records are maintained.

RESPONSIBILITIES OF ALL EMPLOYEES

All employees have a legal duty:

- To take reasonable care of their own health and safety and that of others, such as pupils and colleagues, whilst at work;
- To assess health and safety risks affecting their pupils and provide them with instructions and supervision to carry out their tasks safely,
- To seek advice from their manager when they are uncertain about the safety implications of the activities they organise for pupils;
- To co-operate with their line manager to the extent that is necessary for them to fulfil their health and safety responsibilities;
- To report H&S failings and issues;
- To not misuse equipment designed and provided for H&S purposes.

PART 3 – ARRANGEMENTS, SYSTEMS AND PROCEDURES

- HSSE Meetings to discuss the continued high standard of health and safety management;
- Policies and procedures specific to aspects of health safety and safeguarding;
- Dealing with accidents, incidents and emergencies;
- Staff training.

The HSSE Committee meets six times a year and has been appointed to:

- Monitor health and safety policies and procedures, ensuring that they are reviewed and updated;
- Ensure that policies and procedures comply with health and safety legislation and best practise guidance;
- Monitor and review health and safety activities and organise internal and external inspections, to ensure that they are working effectively;
- Ensure that there is an adequate process in place to deal with day to day issues of health and safety management;
- Consult and inform staff about health and safety matters;
- Ensure specialist health and safety expertise is contracted and available when necessary;
- Monitor the health, safety and wellbeing of the Headteacher;
- Study accident trends and discuss recommendations for corrective action.

Dealing with Accidents, Incidents and Emergencies

With an objective of a reduction in accidents and dangerous occurrences, the School will carry out thorough risk assessments. It will take all factors into account, recognise problems, establish responsibility, take accident prevention action and monitor results. In the event of a problem, there will be an after-event investigation, recording and monitoring to establish the root cause and to take measures to prevent a repeat event.

Accidents and RIDDOR

The school recognises its duty under the Reporting of Injuries Diseases and Dangerous Occurrences regulation 1995 (RIDDOR) HSE Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. It has an obligation to report to the appropriate enforcement authority certain specified injuries or death. In particular it must report any injury resulting in the injured person being admitted to hospital for more than 24 hours and when a person is unable to carry out their normal work or is absent from work for more than seven consecutive days as a result of an accident.

The appropriate authority; Health and Safety Executive can be contacted using the online system <http://www.hse.gov.uk/riddor/report.htm>

All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only – call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). There is no longer a paper form for RIDDOR reporting, since the online system is the preferred reporting mechanism. Should it be essential to submit a report by post, it should be sent to:

RIDDOR Reports
Health and Safety Executive
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

First Aid kits are provided in the Medical Room, Staffroom and Learning Lodge and are under the control of the designated first aider. It is the responsibility of everyone to report accidents as soon as possible.

All accidents and incidents must be recorded. A hard copy of any Incident Forms should be given to the Headteacher to be logged and investigated if necessary.

Fire Precaution and Evacuation Procedures

- Fire escape doors are clearly marked and must never be obstructed;
- For minor fires, fire extinguisher and fire blankets are provided;
- The alarm will ring continuously as a means of raising the alarm in the event of a fire.
- At the sound of the alarm, everyone should make their way calmly to the assembly points in the playground.
- Staff, visitors and pupils with disabilities will be identified and, where appropriate, have an individual evacuation plan (PEEP).

Training

All appropriate health and safety training is provided to ensure both the safety of themselves and that of the pupils. Training needs are identified by the Headteacher through monitoring the training matrix including refresher identified within the school processes. The Office Manager is responsible for the sourcing and organisation of the delivery.

PART 4 – MONITORING AND REVIEW

The school is committed to compliance with the H&SW Act and in order to gauge success and demonstrates commitment to improve, by having have a variety of monitoring processes in place.

- Inspections of the workplace – every six months;
- Access to the LA competent advisor by email or phone;
- Detailed accident investigation;
- Correlation of H&S statistics and information;
- Appropriate H&S Training for staff.

Inspections

The inspections are planned. A small inspection team looks at and reports on the following:

- The fabric of the buildings;
- Suitability and safety of facilities;
- Suitability and safety of equipment;
- Practices and procedures;
- Emergency responses;
- Assessment of risks identified through risk assessment of activities;
- Site specific H&S considerations.

On completion of the inspection a report will be produced that has listed any deficiencies that are observed. This report is passed to the Headteacher with an agreed review date recorded to ensure actions have been carried out.

Accident Investigation

The Headteacher will carry out detailed investigations of all accident reports. The focus of the investigation will be to check the root cause/s of the accident and prevention of any further events.

Date	Amendments
14.8.17	Policy produced.
11.12.18	Policy reviewed – Site Controller and Office Manager added to 1f.
21.5.19	Policy reviewed.